

## NATIONAL OFFICER CANDIDATE SELECTION PROCESS IN MONTANA

Montana is eligible to nominate two national officer candidates annually, one at-large and one regional candidate. Candidates may be affiliated as a comprehensive or occupational member of FCCLA.

### Qualifications

The qualifications for a national officer candidate are:

- a. Candidates must have an unweighted cumulative 3.0 GPA for the previous 3 semesters;
- b. Active participation in FCCLA on local, district and state levels;
- c. Contribution to family and consumer sciences education program;
- d. Participation in school and community activities;
- e. Job experience;
- f. Personal qualities;
- g. Recommendations by chapter, advisor, administrator and state association;
- h. Junior class standing, preferably.

### Procedures

1. A current FCCLA advisor will serve as coordinator for the national officer candidate selection process at the state conference.
2. A written test will be required of all national officer candidates. Applicants must score at least 80% on the test to be eligible to advance to the interview. Candidates are urged to use all FCCLA resource materials that have been distributed to advisors to prepare for the test.
3. The written test will be given the first afternoon of the state conference.
4. Three to five judges will interview all national officer candidates who advance to this stage of the process.
5. In preparing for the interview, candidates should expect questions on personal future goals, personal leadership qualities, importance of career and technical education, the role of a national officer, and application of FCCLA programs. Candidates are expected to apply themselves to different situations that require application of FCCLA facts, programs and processes.
6. During the interview, candidates will give a speech up to three minutes in length on a topic provided in advance by the coordinator.
7. Applicants must score an average of at least 80% on the national officer candidate evaluation form to qualify as one of the two Montana National Officer Candidates. Should no candidate or only one candidate qualify with the minimum 80% score, the final determination of an eligible candidate will be left to the discretion of the state advisor.
8. Candidates will not receive their evaluation sheets; however, the coordinator will send a letter to each candidate summarizing candidate selection.

# NATIONAL OFFICER CANDIDATE MONTANA

Candidate's Name	Parents or Guardian
School Name	School Address
Home Address	City, State, Zip
Advisor's Name	Comprehensive or Occupational
	School Phone

List Family and Consumer Sciences courses(s) and grade level when taken or Family and Consumer Sciences Occupational related courses, grade level when taken, and area of occupational training (food service, clothing, childcare, etc.) Please list the course titles as they appear on your transcript.

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## Attach a copy of your High School Transcript.

To be eligible to run for national office, candidates must have an unweighted cumulative grade point average of 3.0 for the previous 3 semesters.

On a separate piece of paper, provide a narrative description, which does not exceed 160 words, indicating what qualifies you as a national officer candidate.

1. Scholastic Achievement: Grade Point Average\_\_\_\_\_

Official Signature or Stamp Validating GPA\_\_\_\_\_

2. Activities—Summarize in space allowed: DO NOT ATTACH ADDITIONAL PAGES! Years in FCCLA\_\_\_\_\_

Activities

Leadership Position

FCCLA Chapter\_\_\_\_\_

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District\_\_\_\_\_

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State\_\_\_\_\_

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School\_\_\_\_\_

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\_\_\_\_\_

Community\_\_\_\_\_

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3. Two (2) letters of recommendation from an employer, school official, clergyman, etc. (Preferably not from the FCCLA Advisor).

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• Please attach a current picture (any size  
• is acceptable) here. Thank you.

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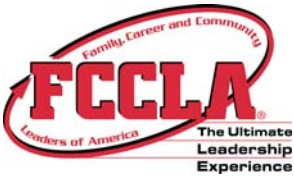


## NATIONAL OFFICER CANDIDATE EVALUATION

Chapter: \_\_\_\_\_

Candidate: \_\_\_\_\_

Evaluation Criteria	Points Possible	Judge's Score	Comments
1. Application			
<ul style="list-style-type: none"> <li>Complete, informative, neat</li> </ul>	5		
<ul style="list-style-type: none"> <li>Contributions to FCCLA and family and consumer sciences education at local, district and/or state level</li> </ul>	15		
<ul style="list-style-type: none"> <li>Participation in school and community activities</li> </ul>	5		
<ul style="list-style-type: none"> <li>Above average scholastic rating</li> </ul>	5		
2. Appearance			
<ul style="list-style-type: none"> <li>Business attire, well-groomed, good posture</li> </ul>	5		
3. Verbal/Nonverbal Communication			
<ul style="list-style-type: none"> <li>Eye contact, poise, body language</li> </ul>	10		
<ul style="list-style-type: none"> <li>Clarity of expression, ability to express ideas, grammar</li> </ul>	15		
4. Personal Qualifications			
<ul style="list-style-type: none"> <li>Knowledge of organization from written test</li> </ul>	10		
<ul style="list-style-type: none"> <li>Response to oral interview questions</li> </ul>	25		
<ul style="list-style-type: none"> <li>Creative, confident, mature, responsible, enthusiastic</li> </ul>	5		
Total	100		



## FCCLA National Officer Candidate/State Officer Application

If selected as Montana's National Officer Candidate, I will assume the additional duties of State Officer outlined in the Constitution of the Montana Association of Family, Career and Community Leaders of America and fulfill the following expectations.

A National Officer Candidate assumes the additional responsibilities of a State Officer. State Officers represent all members of the State Association and are looked to by members as an example and a leader. Applicants for National Officer Candidate/State Officer should consider each of the following statements carefully before signing the application, as this is a **CONDITIONAL PRIVILEGE**. We recognize that the privilege can be withdrawn by the State Advisory Board in their discretion, at any time. The privilege is conditional depending upon officer suitability to participate as determined solely by the State Advisory Board.

To be considered a National Officer Candidate for Montana, this application **must** accompany the Montana NOC application.  
By signing this agreement, I will:

1. Commit to serve the Association by role modeling professional and responsible behavior at all times.
2. Conscientiously serve the Association and assist and encourage FCCLA members and chapters to take an active part in the organization, school and community.
3. Set an example for members of the State Association as a good student, courteous person and a responsible citizen.
4. Represent the State Association credibly at meetings, banquets and other gatherings when asked to do so speaking clearly, concisely and enthusiastically using proper grammar at all times.
5. Thoroughly familiarize myself with the constitution and policies of the organization, parliamentary procedure, and the total family and consumer sciences education program.
6. Strive to maintain a good working relationship between FCCLA and the public.
7. Attend all FCCLA State Executive Council meetings including the National FCCLA Leadership Meeting. (I will be responsible for expenses which could amount to as much as \$1,000.00 for the National Leadership meeting. Candidate and/or chapter should be fully committed to paying the total sum when candidate runs for office.)
8. Strive to improve my leadership ability and give as much time as required to carry out my duties as a state officer during the term.
9. Make regular appointments to confer with my local chapter adviser to maintain communication regarding district and state-level matters.
10. In addition, I understand that any action detrimental to the FCCLA image will not be tolerated and may result in disciplinary action by the FCCLA State Advisory Board up to and including dismissal from the organization.

I realize that if I plan to take an early graduation option, I will forfeit my duties as State Officer. By signing below, I recognize that I am committing myself to the responsibilities above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### VERIFICATION:

We have reviewed the application for FCCLA National Officer Candidate/State Officer. If elected, the applicant will have our cooperation in carrying out the responsibilities of the office to the best of his/her ability.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Local Advisor \_\_\_\_\_ Date \_\_\_\_\_

Administrator \_\_\_\_\_ Date \_\_\_\_\_

(PLEASE PRINT OR TYPE)

Home Mailing Address of Applicant:

Name\_\_\_\_\_

Street\_\_\_\_\_

City/State/Zip\_\_\_\_\_

Home Telephone\_\_\_\_\_

First and Last Names of  
Parent/Guardian(s)\_\_\_\_\_

Address (if Different Than Above)\_\_\_\_\_

\_\_\_\_\_

School Mailing Address of Applicant:

School\_\_\_\_\_

Street\_\_\_\_\_

City/State/Zip\_\_\_\_\_

School Telephone\_\_\_\_\_

### **Tentative Schedule of Required Meetings for 2009-2010 FCCLA State Officers**

(If you are selected National Officer Candidate, you are also assuming the role of FCCLA STATE OFFICER at Large.)

It is your obligation to inform your advisor, parent(s) and school administrator(s) of the following dates. In order for you to be a contributing member of the State Officer Team, your presence at each of these meetings/events is essential. Your mileage (at \$.25/mile) and/or other expenses (lodging, meals) will be paid based upon the correspondence you receive from the State Advisor prior to the event. You can anticipate the Montana Association of FCCLA to help with expenses (mileage, meals and camp fees) at the Camp Leadership Training, the August meeting (mileage, motel and meals) and the Proclamation Signing Meeting (mileage, motel and meals). If you do not attend a meeting/event listed, your reimbursement for the following meeting is not provided. No reimbursement will be made to any state officer until required paperwork has been completed and submitted to the state adviser.

1. 2009 FCCLA State Leadership Conference, March 19-21, 2009, Billings.
2. State FCCLA Officer Leadership Training, June 2009, Camp Māk-A-Dream.
3. FCCLA National Leadership Meeting, July 12-16, 2009, Nashville, TN. It is the responsibility of the advisor, if they cannot attend this meeting, to find a suitable chaperone from their school/community for the State Officer. If the advisor looks to another advisor to fulfill their role, it becomes the responsibility of the school district that has no advisor or chaperone attending to pay the hotel expenses of the advisor who will be chaperoning.
4. State Executive Council Meeting, August 2009, Helena.
5. Proclamation Signing with Montana's Governor, tentatively January 2010, Helena. Advisors should plan to attend this meeting.
6. 2010 FCCLA State Leadership Conference, March 18-20, 2010, Billings. Officers arrive Tuesday night prior to the Thursday-Saturday meeting. Two or three advisors should plan to come early, but not all state officer advisors need to arrive at the meeting site as early as the state officers are needed.
7. Officer uniform expense is paid by the student unless arrangements are made with chapter.

**Copy this form for parents and school administration.**

**If you know at this time that you will NOT be able to attend one or more of the above meetings, you should seriously consider NOT RUNNING for the NOC/State Officer position.**

I, (the candidate), have read the anticipated meeting times/dates for the 2009-2010 FCCLA State Officers. If selected, I will commit my time to fulfilling the responsibilities of that office by attending these meetings. We, the Candidate's Advisor, Parent, and Administrator, will support the Candidate's attendance at these anticipated meetings.

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Signature of Candidate

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Date

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Signature of Candidate's Advisor

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Date

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Signature of Candidate's Parent

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Date

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Signature of Candidate's  
School Administrator

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Date

**This form must be complete and submitted with the FCCLA  
National Officer Candidate Application.**

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Revised January 2008